



**ANCHORPOINT**  
CHRISTIAN SCHOOL



# Preschool handbook

**AnchorPoint Christian Preschool  
inspires and educates our diverse  
community through affordable and  
innovative teaching, creating a passion  
for Christ and a love of learning.**

*"We have this hope as an anchor for the soul,  
firm and secure." Hebrews 6:19*

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# WELCOME!

AnchorPoint Christian Preschool cares about children. We believe every child is a special gift from God, created uniquely different, with his or her own special gifts and needs. Our program allows each child the opportunity to grow spiritually, physically, emotionally, socially, and intellectually in his/her unique way.

At AnchorPoint, we are dedicated to providing a warm, safe, and nurturing environment where each child can continue to develop a sense of wonder and excitement for exploring, discovering, learning about, and appreciating the world God created.

Attending preschool is an important step in a child's life. We consider it a sacred trust and a wonderful gift when parents/guardians choose to partner with AnchorPoint Christian Preschool by entrusting their children to our teachers. Our goal is passionately and lovingly learning more about God and his world, his Son Jesus Christ, and each other in community. We eagerly enter this partnership to help children grow in awareness of God's unchanging love.

Excellent communication is key to a successful partnership. This handbook is one of the first steps of providing important preschool program information and guidelines to reference throughout the school year.

We pray that AnchorPoint Christian Preschool will be only the beginning of a formal Christian education for each child. Throughout the school year, we'll be in contact with parents/guardians of four/five-year-olds, helping them explore AnchorPoint's Christian education program beyond preschool.

Partnering in Christ,  
AnchorPoint Christian Preschool Staff

AnchorPoint Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, and scholarship or loan programs.







## **AnchorPoint Preschool Mission Statement**

AnchorPoint Christian Preschool offers distinctively Christian programming through which each child can grow in his/her awareness of God's creation and his love for them, as well as grow in ways to express faith in all areas of life through a developmentally appropriate curriculum.

AnchorPoint Christian School inspires and educates our diverse community through affordable and innovative teaching, creating a passion for Christ and a love of learning.

## **AnchorPoint Preschool Purpose**

AnchorPoint Christian Preschool provides a fully integrated preschool program to foster each child's social and emotional growth as well as physical and mental development in a loving and nurturing Christian environment. Additionally, our sequential learning curriculum prepares each child for academics in kindergarten and elementary school. And, AnchorPoint provides superior before and after preschool care as an aid to busy parents/guardians.

## **AnchorPoint Preschool Philosophy**

AnchorPoint Christian Preschool believes that each child is a unique individual in God's world. Each child needs a strong foundation on which to build. As such, each child is deserving of a safe, Christian, nurturing, and stimulating environment. Education should encompass the whole child through spiritual, intellectual, emotional, social, creative, and physical learning. Children learn best through discovery, exploration, and hands-on activities. So we actively engage in a variety of learning situations which lend themselves to each child's unique and wonderful personality. Finally, because the well-being of the child is dependent on the care received both at home and at school, we encourage parents/guardians to be actively involved in the child's early childhood education by volunteering in the classroom.

## **AnchorPoint Preschool Overall Goals**

- Relate simple Christian truths, principles, and values to the lives of preschool children.
- Provide a school with a planned environment and curriculum, where learning takes place in a nurturing atmosphere.
- Encourage each child in self-discovery, furthering understanding of his/her value to the family and community.
- Prepare each child for further education by allowing the individual to develop at his/her own pace through sensory experiences, exploration, and creative activities.



## **Preschool Threes – Daily Class Schedule**

8:55	Classroom Door Opens
9:00	Free Play / Greeting
9:20	First Circle – theme introduction
9:30	Free Play / Centers / Bathroom
10:35	Clean Up
10:45	Bible Circle / Video
11:00	Snack / Bathroom
11:15	Gym/Outdoors
11:30	Dismissal
Specials	Buddies

## **Preschool Fours/Fives – Daily Class Schedule**

8:55	Classroom Door Opens
9:05	Circle Time—calendar activities, singing, daily theme and center activities introduction
9:30	Center Activities—creative, literacy, math, fine motor skills, library, discovery, sensory, blocks, drama
10:35	Clean-up Time
10:40	Bible Story/Zoophonics/and Closing
11:00	Snack Time
11:15	Gym/Outdoors
11:30	Dismissal
Specials	Chapel

## Allergies

If your child has any type of allergy, inform the child's teacher. Also give direction about special treatment if required in the event of a reaction, such as to a bee sting.

## Arrival and Dismissal

Preschool begins at 9:00 AM. Classrooms will be opened at 8:55. Enter the building by the east front door. Bring your child to his/her classroom.

### Preschool Threes

- Help your child take off outerwear and hang it up in his/her locker.
- Check your child's file folder for information from the office/classroom.
- Communicate to the teacher any needs or concerns regarding your child.
- Say your good-bye.

### Preschool Fours/Fives

- Help your child take off outerwear and hang it up on his/her hook.
- Help find and pin on your child's nametag.
- Check your child's file folder by the Parent Information Station.
- Say your good-bye.

Dismissal is 11:30 AM. Please be prompt. Parents/Guardians: Pick up your children inside the building. Wait down by front doors and teacher will walk children down.

## Attendance

Regular and prompt attendance in AnchorPoint Christian Preschool is important. Each lesson builds on the one before it. Establish a routine so that your child arrives on time to benefit from the entire curriculum activities prepared for the day. If he/she will be absent due to illness, or if your child will be late, call the school office before 9:00 AM.

## Backpack/Tote Bag

Each child needs to have a backpack or tote bag every day. It should be sturdy, large, and marked clearly with your child's name. Review the contents of your child's backpack/tote bag regularly.

If you have a note for your child's teacher, please place it in the teacher's folder at the Parent Information Station.



## **Bible**

Children in AnchorPoint Christian Preschool experience God's love for them through Bible stories and their applications, as well as through songs and prayers incorporated into daily activities. They learn three basic Bible truths:

- God made me.
- God loves me.
- Jesus wants to be my forever friend.

## **Birthday Celebrations**

Birthdays are a celebrative time in preschool. The birthday child is given special attention. Summer birthdays are celebrated on half birthdays. Please see the classroom teacher if you would like to schedule a birthday celebration in the classroom. This is a great opportunity for the parent to be a volunteer.

Treats are welcome, but not necessary. The teacher will inform parents/guardians at the beginning of the school year of any food allergies children may have.

Party invitations may be passed out at school ONLY if everyone in the class is included. This prevents some children from feeling left out.

## **Chapel**

Preschoolers will typically participate in the last chapel of the month when they are in session. Parents/guardians are welcome to attend.

## **Clothing**

It is not necessary for your child to wear "best clothes" to preschool. Clothes should be comfortable and washable. We do get messy in preschool. Please provide a change of clothing in your child's backpack/tote each day.

As you help your child get dressed in the morning, think if he/she can manage the clothing in the bathroom without assistance. We are available to help, but cannot always get there in time.

If the weather is hot, shorts are encouraged. During the winter, the preschool classes will be going outside to play, so warm mittens, snow pants, and boots are necessary. Please label all outerwear as much as possible.

## **Communication**

Let the teacher know any concerns or questions regarding your child throughout the year. Inform the teacher of events or problems that may affect your child's behavior, whether it is his/her health or just a matter of "getting up on the wrong side of the bed". Let's work together to help your preschooler experience a successful year. If you have an urgent message for the teacher before class is dismissed, call the school office. You may contact the teacher by e-mail or at a designated phone number before 9:00 PM.



## Curriculum

AnchorPoint Christian Preschool has a theme-based curriculum that provides specially designed learning experiences to give each child opportunity to move through various learning centers of his/her own level of interest and ability. The curriculum focuses on learning basic concepts and skills through hands-on experiences and activities. Some centers are designed to develop large and small motor skills, while others are more academically oriented. Through our program, growth of the whole child is encouraged.

Our **Threes** program provides an introduction to a child's first school experience. Children engage in opportunities to explore, create, and interact with other children and adults while adapting comfortably to a school routine. Through language-literacy, math-science, and music-art activities, preschoolers experience age-appropriate skills as their socialization opportunities are enriched.

Our **Fours/Fives** program continues to help children adapt comfortably to a school routine. The curriculum extends the language-literacy program. It includes letter recognition, beginning sounds of letters, rhyming words, and activities to enrich comprehension. The curriculum also incorporates activities in math, science, art, and music. The overall background experiences as well as the intellectual, social, emotional, and physical development of preschoolers are diverse. We strive to meet the needs of all children by providing a balanced approach to the learning process, ensuring that each child receives a solid foundation for future educational success.

## Discipline

It is necessary to establish certain limits so there is consistency in the classroom. Children feel accepted and secure when they know what is expected of them. The classroom is a happy place when it is free from confusion and disorder. There are clear guidelines the teacher uses to encourage appropriate social and behavioral development.

AnchorPoint Christian School uses the Discipline with Love and Logic method as its model of discipline. This means we nurture students to be responsible for their own behavior and choices.

Adults should praise or point out positive behavior. They should warn children about negative behavior. Sometimes a child's activity must be immediately inhibited or slowed down. If a child disrupts his/her or the class's learning, he/she may be given a choice of working in an orderly way with the rest of the class or being separated from the group for awhile.

The teacher is the primary discipline guide in the room. Volunteers should step in only when the teacher is not immediately present. The teacher or volunteer will not use physical punishment in any situation.

## Emergency Card

Each child will have an emergency card on file in the classroom to reach a parent/guardian if necessary. Notify the teacher of any changes of information, such as change of address, phone number, or persons authorized to pick up your child. The teacher will take these cards along on class trips.

## Emergency Closing

If it is necessary to close school because of emergencies or inclement weather, this information will be broadcast by radio and television stations. Radio stations that will carry this information include WOOD and WFUR; TV channels include 8 and 13. You can also log on to [www.woodradio.com](http://www.woodradio.com) or [www.anchorpointchristian.org](http://www.anchorpointchristian.org).



Do not call school to know if school will be closed during the day; this ties up the phone line when it is needed for emergencies. In general, if Wyoming Public Schools close because of weather, so does AnchorPoint Christian School, including Preschool.

## Emergency Procedures

Our Crisis Management Plan is available for review in the school office. You may request a personal copy from office staff. Topics are:

- Fire Safety
- Lockdown Procedure
- Serious Accident
- Tornado Safety

## Extended Day Programs

To place a child in any AnchorPoint extended day program, parents/guardians complete an application form. A non-refundable enrollment fee per family is due with the application. Bills are tabulated monthly from the child's daily sign-in/sign-out sheet and due within two weeks of receipt.

### **BSC** (Before School Care)

The work day begins before the school day for many parents/guardians. BSC is designed to meet the needs of busy families. BSC is childcare for students in AnchorPoint preschool through sixth grade. It begins at 7:00 AM (earlier if special arrangement is made with the staff, with the charge per hour doubled). It continues until 8:15 AM for grades K-6 students, when they are excused for recess, and until 8:55 AM for preschool students, when they are excused to their classrooms.

### **EDS** (Extended Day School)

EDS is offered for AnchorPoint preschool students starting at 11:30 AM and kindergarten students starting at 11:45 AM, ending at 3:30 PM. It is far more than childcare. EDS begins with some down time and lunch. Throughout the afternoon there are Bible lessons and literacy lessons that reinforce what happens in the morning classes. EDS is truly school, continued in the afternoon.

### **ASC** (After School Care)

ASC is childcare for AnchorPoint preschool through sixth grade students from 3:30-5:30 PM (later if special arrangement is made with the staff, with the charge per hour doubled). ASC begins with a free snack and beverage, and some down time in the room. Then the children go outside or in the gym for playtime. This is either organized or free play. Usually after 5:00 PM, the students spend time with education games on the computers, doing homework, or reading books.

## Field Trips

Preschool programs include local field trips to a variety of interesting places in our community. These places provide experiences outside the classroom setting and enhance what is learned in the classroom. Field trips may be scheduled about once a month. Possible destinations are:

- Local Park
- Mooville
- Post Family Farm
- Boulder Ridge Animal Park

On the day of the field trip, there will be no preschool. Students may return for EDS at 11:30 AM. We will meet at the field trip destination at the scheduled time. A parent/guardian/designated driver is responsible for transporting the child to and from the destination. A field trip intent form will be sent home prior to each scheduled trip. We encourage parents/guardians to attend the field trip with us but understand if you are unable to do so. We request that siblings do not participate in the field trip.

## Hand Washing

Everyone must wash their hands before eating and after using the restrooms. The children will learn to wash their hands with soap, rinse thoroughly, dry their hands with a paper towel, and turn off the faucet with the towel in hand.

## Health Care

Our program is inspected by the Kent County Department of Human Services to ensure a safe, clean, and healthful setting for children enrolled in AnchorPoint.

Keeping students and staff safe and healthy is important to us. We have detailed procedures and policies for the following:

- |                        |                         |
|------------------------|-------------------------|
| Procedural Plan        | Disinfecting            |
| Hand Washing           | Cleaning and Sanitizing |
| Handling Bodily Fluids | Health Resources        |

Our complete Health Care Plan is available for review in the school office. You may request a personal copy from office staff.

## Illness

AnchorPoint Christian Preschool is committed to providing a safe and healthy place for each child. We thoroughly clean and disinfect tables and equipment to prevent germs from spreading. If your child becomes ill at school, he/she will be isolated in comfort with supervision, and you will be called to pick up your child as soon as possible. If your preschooler is feeling ill at home, keep him/her there until the infection period is over and he/she is feeling well again.

If your sick child will not be in preschool, please notify the teacher or school office. Report any contagious disease to the teacher, as County Health Department regulations require preschools to file a weekly report. A child should remain at home on any school day that he/she has:

- Fever of 100 degrees or higher
- Diarrhea
- Been vomiting two or more times in a 24-hour period
- A rash
- Evidence of a bad cold or cough, including nasal discharge that is green or yellow
- Eyes that are pink, burning, itching, or producing a discharge

The child should be fever free without medication for 24 hours before returning to school.

## Medications

AnchorPoint discourages the use of medications by students at school. When it is necessary, school personnel will follow these guidelines:

- The medication must be prescribed by a physician.
- The medication must be in the original container from the pharmacy, with directions for administration.



- Parents/guardians must provide the school with written permission to administer the medication. For daily administration of a medication, the school needs permission on file. For short-term administration of a medication, send a note.
- The medication will be administered by the classroom teacher and/or office staff.

## **Parent-Teacher Conferences**

April conferences focus on each child's progress and kindergarten readiness (if applicable). A planned conference is not the only time for teacher and parents/guardians to discuss student progress. Parents/guardians and teacher are encouraged to call each other and arrange a conference whenever the need arises.

## **Reporting Suspected Abuse**

AnchorPoint Christian School employees who have reasonable cause to suspect abuse (physical or sexual) or neglect of a child are required to make an immediate oral report of the suspected abuse to Children's Protective Services and to the building principal. This is to be followed within 72 hours by a written report (DSS-3200). Employees must follow the established protocol for reporting abuse as recommended by Children's Protective Services for educational systems (a copy of the protocol is available for review in the school office). Failure to make a report may result in the employee being charged with a criminal misdemeanor.

## **Restroom Use**

Children may use the restroom when they ask. There is a bathroom in the classroom.

Preschool children must be toilet trained. A child is toilet trained when he/she can make known a need to use the bathroom and can perform basic hygiene needs independently. If your child has a difficult time with zippers, snaps, and/or belts, consider dressing him/her in pull-on pants.

Accidents do happen, so we have clean clothes in the classroom for children to change into. We ask that you wash and return the clothing. Or, keep a change of clothes in your child's backpack for him/her to change into. For liability reasons, if a child has an accident, the teacher will supervise and give verbal instructions needed for the child to clean himself/herself.

## **Show-and-Tell/Take Home Stuffed Classroom Friend**

Show-and-tell is an important learning activity in AnchorPoint Christian Preschool. It helps foster language development and reinforces the skills children are learning. 3s Preschoolers will take home Scuba Steve. 4s Preschoolers will take home Pelican Pete. Each comes in his own bag with a favorite reading book and journal. Teacher will send more information home.

## **Snacks**

Parent/guardian volunteers are responsible for the "snack of the day". Nutritious snacks—grapes, cut-up apples, cheese cubes, muffins, graham crackers, snack crackers, goldfish crackers, Ritz Bits, or similar items—are proven favorites. The teacher will inform you if there are any allergies to be aware of when purchasing snacks. Parents/guardians of children with food allergies are encouraged to provide appropriate snacks for their children. A beverage will be provided. Please bring napkins with the snack.

## Tuition

Tuition will be collected through the FACTS Tuition Management Program on a monthly basis.

## Volunteers

Parents/guardians are strongly encouraged to volunteer in the classrooms. While we do need volunteer help, this is not a requirement if work schedules conflict with ability to volunteer. Parents/guardians who are not able to come to the classroom may be able to help in other ways.

### *Duties*

- During playtime and center time, watch for safety issues with the children, handle disputes if necessary, and initiate an activity for any child who becomes overly excited or aimless.
- After center time, when the bell rings, help clean up the room. Then during story time, wipe off the tables and set up the snack. Put placemats, napkins, snack, and beverage on the tables. Your own child will help you.
- Clean up the snack and wipe off the tables. For the four/five-year-old class, chairs go up on tables at the end of the session.
- Clean up paints and wash brushes.
- Participate in and help supervise outdoor activities.
- Help children get ready to go home.

### *Hints*

- Be quick to praise.
- Allow children to help themselves.
- Expect your own child to act like a typical child. The days you help may not be his/her best.
- Remember, your child is an individual with his/her own rate of growth and set of abilities and talents.
- Accept your child at the level he/she is and resist comparison to other children in the classroom.
- Most of all, RELAX, have fun, and enjoy your time with the children.
- Be professional by avoiding gossip about other children or the teacher.

### *Limits*

- Children need a few rules to ensure that preschool is a fun, safeplace.
- They are not allowed to climb on tables, chairs, or counters.
- Wild, rowdy, aimless play is not allowed. Encourage purposeful play.
- Children are expected to help pick up the toys.
- They may not bring toys from home to play with at school.
- Children must respect each other. No form of physical aggression or abuse is allowed.
- They must stay in the room at all times except for supervised excursions—for example: library, gym, and field trips.
- Volunteers may not handle blood or any potentially hazardous infectious bodily fluids.
- Volunteers may not use physical punishment in any situation.

### *Volunteer Screening Policy*

- The school will secure a self-certifying statement of no substantiated abuse and neglect of children or adults before a volunteer has contact with the children.
- The school will secure a self-certifying statement of no offense convictions before a volunteer has contact with the children.
- Children are under direct supervision of staff at all times. Volunteers are not to be alone with a child at any time.



## **Website**

AnchorPoint Christian School has a website with information pertinent to the entire school at [www.anchorpointchristian.org](http://www.anchorpointchristian.org) and a Facebook page at [www.facebook.com/anchorpointchristian](http://www.facebook.com/anchorpointchristian).

## **Withdrawal**

Parents/guardians may be asked to withdraw their child from the AnchorPoint Christian Preschool program for the following reasons:

- Failure to give evidence by the first class attended of an up-to-date immunization record or an exemption form
- Failure to turn in a health certificate signed by a doctor and/or health professional
- Failure to pay tuition when due
- If a discipline problem becomes so severe that the class is disrupted and the teacher and the child's parents/guardians cannot agree on an acceptable solution

Parents/guardians may withdraw their child from the AnchorPoint Christian Preschool program with good reason, through the following steps. They will receive a prorated refund of tuition paid, within two to four weeks, for classes not attended.

1. Confer with the teacher.
2. Give one week's notice of withdrawal.
3. Notify the school office.



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be alone with a child at any time.

